

TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai - 400 088

(Declared as a Deemed to be University under Section 3 of the UGC Act 1956, a grant-in-aid Institute under Ministry of Education, Government of India)

ADVT/TISS/PROJECT/SSW/CARET/FEBRUARY2026

10/02/26

Center for Health and Mental Health, Tata Institute of Social Sciences, Mumbai, invites applications for its Project titled 'CARET: Consortium for Advancing LGBTQ+ Health Research, Policy Engagement and Training' at TISS, Mumbai.

Institute invites interested candidates to apply for the post of 'Finance and Admin Assistant' to be filled on a contract basis for a period of one year initially and extendable based on the performance of the candidate and the requirements of the Institute.

Name of the Post - Senior Finance and Admin Assistant

No. of post - 01

Consolidated Salary Rs. 35,000 per month.

Age Limit Preferably below 45 years

Location Mumbai Campus

Last Date of Filling of Online Applications

23rd February, 2026

Educational Qualification and Experience

Any Graduate with minimum 3 Years of Work Experience in Accounting Field

OR

Master's Degree in Commerce (M. Com.) or allied disciplines plus One year of work experience in accounting field.

Preference shall be given for Candidates having good knowledge of accounts, experience in working in ERP environment. The candidate should have proficiency in Word, Excel.

Key Responsibilities:

1. Report to the PI and Research Co-ordinator of the project
2. Maintain project accounts, financial documentation, and provide logistical and administrative support to the project team as assigned by PI and Research Co-ordinator
3. Organize and coordinate key staff meetings, workshops, and annual organizational events.

4. Regularly update and maintain all accounting and administrative databases and spreadsheets.
5. Handle all account-related activities, including raising bills, preparing invoices, and processing reimbursements for project expenditures.
6. Support day-to-day financial operations such as salary processing, reimbursements, vendor payments, advances, and settlements.
7. Assist teams with administrative matters related to the project's implementation.
8. Oversee and carry out required administrative and logistical operations to ensure smooth functioning of the project.
9. Should be willing to take up tasks apart from those that are specified as per the requirements of the project, and carry out additional duties and responsibilities as required from time to time.

Other Conditions:

- The post is unreserved, but candidates belonging to the reserved category can apply.
- The institute reserves the right to relax any of the qualification/experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
- Since applications received may be short-listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.
- No queries or correspondence regarding the issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- No TA/DA is payable for appearing for the interview.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Process:

1. Candidates are requested to apply online through the link (**Apply Now**) provided along with this advertisement on the Institute's website at www.tiss.ac.in
2. Candidate must provide their Gmail ID in Online Application Form.
3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
4. Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.

Last date of receipt of online application: 23rd February, 2026

Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work

Experience & ID Proof (Self attested) along with original documents for Verification at the time of Personal Interview

Note: The selected candidate would be required to join within 15 days of selection.

Sd/-

Officiating Registrar
